

Los Alamos

NATIONAL LABORATORY

memorandum

To/MS: **Master Management**
Thru: A. P. Sattelberger, DSTBP, F657
From: A. Hartford, STB/P&A, F671
Phone/Fax: 5-3096/5-6871
Symbol: STB/P&A-97-018
Date: March 31, 1997

CALL FOR POSTDOCTORAL PACKAGES

The Postdoctoral Committee will meet May 21, 1997 to review candidates for postdoctoral appointments. Sponsors should be familiar with the Postdoctoral Program rules and guidelines (Ref. AM 1107) or access on-line (<http://iosun.lanl.gov:2001/htmls/policy/adm/am1100.html>). Candidates approved at this meeting must report to work by February, 1998.

Attached is a listing of submittal requirements (**Attachment A**). Sponsors must submit their original package(s) for review and approval by their assigned committee member (**Attachment C**) by **April 30, 1997**. Packages will not be accepted without assigned or alternate committee member signature. Packages are due to **HR-Staffing/Postdoctoral Office** (located in Personnel on the main floor of the Otowi Building) by **May 5, 1997**.

The **research proposal** must be written by the candidate after discussing the research possibilities with the sponsor. The proposal describes the proposed research (in non-technical terms) and must demonstrate how it complements both the candidate's and the group's interests. If possible, **letters of recommendation** should include quantitative measures in the evaluation of the candidate, e.g., student ranking in graduate school. **Additional guidance** regarding the preparation of postdoctoral packages is available on the Postdoc web page at <http://www.hr.lanl.gov/html/postdoc>.

It is the sponsor's responsibility to ensure that each package contains the appropriate information and is submitted by the deadline. Late and incomplete packages will not be accepted for Postdoctoral Fellow (Director funding) consideration at the May meeting. The sponsor has the option to submit the package at the next meeting in August. Postdoctoral packages for programmatic (division) funding can be submitted for review throughout the year. Package requirements are the same.

The Postdoctoral Program is an excellent avenue for attracting highly qualified minorities and women applicants. Laboratory staff/management are encouraged to actively recruit these diversity candidates. **Questions relating to the preparation of the packages should be addressed to the Postdoctoral Office, 7-0872.** Questions regarding qualifications of the candidate or exceptions should be addressed to the committee member representing your division (Attachment C).

Attachments:

- A. Postdoctoral Package Requirements
- B. Postdoctoral Candidate Summary
- C. Listing of Postdoctoral Committee Members
- D. Personal Information Form

POSTDOCTORAL PACKAGE REQUIREMENTS

ATTACHMENT A

The information contained in the postdoctoral package is personal information and must be treated in accordance with University of California legal requirements and applicable California and federal privacy laws.

A COMPLETE POSTDOCTORAL PACKAGE CONSISTS OF THE FOLLOWING MATERIALS IN THE ORDER INDICATED:

- Postdoctoral Candidate Summary (Attachment B). (Please note: form can be accessed online - <http://www.lanl.gov:7000/memos/MasterManagement>)
- Nominating Memo from Sponsor (one page in length)
- Research Proposal written by candidate (typed, one page)
- Three external letters of recommendation
- Official undergraduate and graduate transcripts (copies or faxed copies acceptable)
If degree has been completed, transcripts must reflect degree date
- Resume, including publication listing
- Completed Personal Information Form (Attachment D) - **Note**: Even though this is a voluntary form that provides the opportunity to gather demographic data on the candidate, we encourage sponsors to have their candidates complete the form.

Please note the following:

- Those candidates who are currently GRAs and have completed a significant amount of their doctoral research at the Laboratory, additional documentation may be required. Please contact the Postdoctoral Office at 7-0872 regarding these requirements.

PRIOR TO COPYING, remove the completed Personal Information Form from the original package

COPIES MUST BE DOUBLE-SIDED

AFTER COPYING, return the completed personal information form to the original package.

SUBMIT **ORIGINAL** PACKAGE AND **SIX (6) DOUBLE-SIDED** COPIES TO:

**Postdoc Office
HR-Staffing, MS P290
Otowi Building
By 5 pm, May 5, 1997**

Additional double-sided copies will be requested if you are asked to make a presentation to the full committee.

ATTACHMENT I

Name of Candidate: _____

Citizenship:

Visa Type:	Date Granted:	Expiration Date:
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Sponsor (*name, group, mail stop, e-mail*):

Group:	Mail Stop:	Phone #:	E-Mail:
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Date Ph.D. Awarded/Expected (*month/year*): _____

Ph.D. Awarding Institution and GPA: _____

Ph.D. Field: _____

Undergraduate Institution and GPA: _____

Anticipated Start Date (*month and year*): _____

Proposed Laboratory Research Subject: _____

Current Position: _____

How was this candidate brought to your attention?: _____

Signature Block

PLEASE NOTE: This form must originate from Sponsor(s) through Directorate Management to the Postdoctoral Committee unless approval authority has been delegated to group level or equivalent.

Sponsor Name	Signature	Date
Group Leader/Project Manager	Signature	Date
Division Director	Signature	Date
Committee Member	Signature	Date

ATTACHMENT C

COMMITTEE MEMBER	GROUP	OMBUDSMAN FOR	PHONE	EMAIL
J. Wayne Anderson	TSA-5	TSA	5-6546	jwa@lanl.gov
Joachim Birn	NIS-1	NIS	7-9232	jbirn@lanl.gov
Steven Buelow	CST-6	CST-1, 6, 8, 9, 11, 15	7-1178	buelow@lanl.gov
David Chen	LS-6	LS, P-21	7-2789	dchen@lanl. Gov
Martin Cooper	P-25	L-Lujan / P-23, 25	7-2929	mcooper@lanl.gov
Robert Ecke	MST-10	CNLS / MST-10, 11	7-6733	ecke@lanl.gov
Vance Faber	CIC-3	CIC	7-7032	vxf@lanl.gov
Charles R. Farrar	ESA-EA	ESA	7-4551	farrar@lanl.gov
Terrence J. Goldman	T-5	T-2, 5, 6, 7, 8, 13, 15	7-3244	tgoldman@lanl.gov
George Guthrie	EES-1	EES, ESH	5-6340	gguthrie@lanl.gov
Kenneth F. Johnson	L-4	L-1, 2, 3, 4, 5, 6, 7, 8, 9	7-4817	kfjohnson@lanl.gov
Harriet Kung	MST-CMS	MST-4, 5, 6, 7, CMS, STC	5-4005	hkung@lanl.gov
Rodney Mason	X-PA	X	7-5524	mason@lanl.gov
Russell Pack	T-12	T-1, 3, 4, 10, 11, 12, 14	7-5881	pack@lanl.gov
Lori E. Rohlev	DX-7	DX	7-2476	rohlev_l@lanl.gov
Ann R. Schake	NMT-6	NMT	7-0988	schake@lanl.gov
Louis Silks	CST-4	CST-3, 4, 7, 12, 18	7-0151	pete-silks@lanl.gov
Glen Wurden	P-24	P-22, 24	7-5633	wurden@lanl.gov

PERSONAL DEMOGRAPHIC DATA

RID (for HR-S use only)

Name(Last, First, Middle)

Please Print or Type

RID#

Los Alamos National Laboratory is asking all applicants for employment to complete this form in order to comply with Federal Affirmative Action and Equal Employment Opportunity requirements. Data collected will be used for statistical purposes and to measure effectiveness of recruitment efforts. This information is being requested on a voluntary basis. No adverse consequences will affect you, should you choose not to provide this information. Information regarding access to Laboratory records which contain personal information about you may be obtained by contacting the Information Practices Office at the Laboratory.

Note: A test is required for some secretarial and clerical positions. Call (505) 667-1844 to schedule a testing time.

Instructions: Please identify the appropriate race or ethnic category, veteran, disability status, gender, Social Security Number and birth date by marking or filling in the appropriate boxes. If two or more ethnic categories are applicable, choose the one category with which you most closely identify.

Racial or Ethnic Category

<input type="checkbox"/>	White <i>Not of Hispanic Origin</i>	A person having origins in any of the peoples of Europe, North Africa, or the Middle East
<input type="checkbox"/>	Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race
<input type="checkbox"/>	American Indian or Alaskan Native	A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition
<input type="checkbox"/>	Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands
<input type="checkbox"/>	Black <i>Not of Hispanic Origin</i>	A person having origins in any of the Black racial groups of Africa

Veteran Information

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you a veteran of the Vietnam era?	Served on active duty for a period of more than 180 days--any part of which occurred between August 5, 1964 & May 7, 1973
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Disability Information

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you a special disabled veteran?	10% or more disability rating with a serious employment disability.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you disabled?	If you are disabled, it would assist us if you would tell us the accommodations we might make, that would enable you to perform job requirements properly and safely. Please specify your disability .

Are you a U.S. Citizen?		Are you a Permanent Resident Alien?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Gender		Social Security Number	Date of Birth
<input type="checkbox"/> Male	<input type="checkbox"/> Female		

Signature

Date